

SCOPE OF SERVICES

Development Consultant

GENERAL DESCRIPTION

The City of Wenatchee, Port of Chelan County, and River Park Plaza L.L.C., three property owners in a waterfront neighborhood along the Columbia River, Wenatchee, Washington, are soliciting Statements of Qualifications (“SOQs”) from firms qualified to convene and lead a communication process intended to improve owner outcomes by coordinating development plans and facilitating the creation of development agreements.

PROJECT DESCRIPTION

The consultant selected will facilitate a process that addresses both individual property owner goals and shared neighborhood goals through a master planning exercise on approximately 6 acres on the south node of the City of Wenatchee’s waterfront plan. A public market with farmers market is planned to anchor the development and other uses might include a hotel, restaurant, office building, winery visitor’s center, and food bank connection. The property owners and consultant will identify, evaluate, and address common issues related to such a development and seek ways to enhance joint benefits. It is anticipated this will be a six month process and the contract will not exceed \$75,000.

CONSULTANT TALENTS, KNOWLEDGE, AND EXPERIENCE REQUIRED

- Public/private partnership development
- Complex real estate development projects including such stages as visioning, planning, construction, marketing, tenant occupancy, and management
- Public Market and Farmers’ Market
- Site-specific planning and government approval processes such as permitting
- Experience with projects funded by multiple sources including public and contemporary financing methods
- Experience working with city and public port partnerships in Washington state
- Understanding of the relationships between farmer’s markets and local food bank distribution of fresh food.

CONSULTANT TASKS

- Define issues, roles, and responsibilities in the proposed neighborhood development
- Identify joint goals and philosophies
- Improve outcomes through owner coordination
- Assist with resolving conflicts
- Identify and assist with the tasks that require agreements between just two property owners versus all three
- Coordinate with the City’s Department of Ecology Integrated Planning Grant effort to identify potential options for reuse of the Public Works Department property and surrounding area that complements existing uses for potential future development.

- **STATEMENT OF QUALIFICATIONS MUST INCLUDE**

- Letter of interest
- Identification and resumes of personnel and any subcontractors who would be directly involved in services provided to the partners; and certifications
- Experience with public and private partnership projects
- References of owner and client contacts from recent, similar contract services
- Identification of the point person who will act as the contact between the firm and the parties. This person will be expected to attend all partner meetings and make occasional presentations
- Schedule of rates for principals and any subcontractors
- Additional information may be required during the evaluation phase

SELECTION PROCESS

- To qualify, SOQs must be received no later than 5:00 p.m. on August 6, 2010
(Please include 7 Copies of the SOQ)
- A Selection Committee comprised of property owners, their staff and consultants will review all SOQs and identify the top candidates
- Interviews will be conducted with the firms deemed most qualified
- A final decision will be made and all submitting firms will be notified of the decision
- A contract will be executed and work will commence

EVALUATION CRITERIA

- The Selection Committee will examine all items submitted. The Committee may request clarifications or other information before or during the interviews to enable the Committee members to better understand the capabilities of the Firm.
- The City of Wenatchee, in accordance with Title VI of the Civil Rights Act of 1964, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprise as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- The Port of Chelan County encourages utilization of Minority Business Enterprises and Women's Business Enterprises in obtaining consultant services.

ESTIMATED TIME SCHEDULE

- SOQs Due: August 6, 2010
- Short List Determined: August 10, 2010
- Interviews: August 23, 2010
- Contract Awarded: August 26, 2010

RIGHT TO CANCEL

- Property owners have the right to cancel their agreement with each other to embark on this convening process upon 30 days notice, so owners must retain the right to terminate consultant's contract with same 30-day notice.

Statements of Qualifications May Be Sent To:

ATTN: Steve King
Wenatchee Public Service Center
1350 McKittrick Street
Wenatchee, WA 98801

Contact Number: 509-888-3200